



City of Marlborough, Massachusetts CITY CLERK DEPARTMENT

**Lisa M. Thomas
City Clerk**

JOB FUNCTIONS - ROLES & RESPONSIBILITIES

PRESIDING OFFICER - THE WARDEN

The presiding officer is the Warden or City Clerk in charge of a polling place at a primary or election, or in the absence of any such officer, the deputy present.

MGL c. 50 § 1.

Generally, the presiding officer at each polling place shall supervise the election officers' performance of duties and shall maintain order and enforce obedience to his lawful commands. The presiding officer shall keep the access to the polling place open and unobstructed with the assistance of a police officer or constable.

MGL c. 54 § 71; 950 CMR § 52.01(3); 950 CMR § 54.01(3)

The presiding officer shall be present at the opening of the polls, and with the aid of a police officer or constable, keep the polling place clear of campaign material.

MGL c. 54 § 65.

The presiding officer sees that instruction and penalty cards and specimen ballots are not removed or destroyed.

MGL c. 53 § 36, M.G.L. c. 54 § 65.

The presiding officer shall open the package containing the ballots and deliver them to the Inspectors.

MGL c. 54 § 65.

The presiding officer sees that voters are properly assisted. The presiding officer ensures that disabled voters and those who cannot read or read English are assisted by election officers or another person chosen by such voters.

MGL c. 54 §§ 33E, 79.

The presiding officer must be sure that accessible voting machines are located and operable within the polling place so as to be readily available for use by voters during the voting hours.

950 CMR § 51.02(6); 950 CMR § 54.02(6).

The presiding officer is in charge of handling challenged voters.

MGL c. 54 § 85.

The presiding officer handles provisional ballots.

MGL c. 54 § 76C.

The presiding officer sees that no unauthorized information is given out.

MGL c. 54 § 68.

PRESIDING OFFICER - THE WARDEN CONTINUED

Whenever the name of a voter appearing at a polling place to vote does not appear on the voting list, is misspelled, appears as an inactive voter or a clerical error has been made on the list, the presiding officer shall attempt to identify such voter and his/her right to vote by consulting the voters list at the polls and then, if necessary, calling City Hall to verify the registration. If the presiding officer is satisfied, the presiding officer shall instruct the person to sign an "Affirmation of Current and Continuous Residence" to be attached to voting list and allow the voter to vote.

MGL c. 51 § 59.

Voters that appear as Inactive on the voting List have most likely not completed their annual census request and **must present an ID** with the same address at which they are registered to vote AND **must complete an Affirmation** of Continuous Residency Form.

Valid forms of Identification include:

- a. Driver's License
- b. Government ID
- c. Current Utility Bill
- d. Current Bank Statement
- e. Current Government Check
- f. Current Pay Check
- g. Current Rent Receipt
- h. Current Mortgage Statement
- i. Voter Acknowledgement Letter

If the voter provides one of the forms of identification listed above, and the addresses match, the Warden will complete an Affirmation form.

The presiding officer is in charge of the ballot box and at the close of elections, returns it to the City Clerk.

MGL c. 54 § 66.

The presiding officer in the presence of the other officers opens the ballot box as soon as the polls are closed and audibly counts the ballots taken from there one by one and publicly announces the total number of ballots cast. The ballots may then be divided into blocks and shall be counted by two officers representing the two leading political parties. The count is reported to the presiding officer who has it recorded on the form provided. Then the election officers count audibly and the presiding officer announces the number of unused ballots and has that information recorded on the forms provided.

MGL c. 54 § 105; 950 CMR § 52.04; 950 CMR § 54.06.

The presiding officer then seals the ballots and lists and delivers them to the City Clerk.

MGL c. 54 § 107.

The presiding officer of a tabulation center announces or designates another officer to announce the results.

MGL c. 54 § 33H.

PRESIDING OFFICER - THE WARDEN CONTINUED

The Warden returns the following items to the City Hall at the end of the Night:

1. Accu-vote Voting Machine

- Be sure to turn OFF
- Stored properly (power switch in front & buckled in)

2. Precinct boxes

- Please return these boxes as they were provided to you!

3. Clerk's Records (envelopes & contents)

- Absentee Envelopes Envelope
- Provisional Ballots Envelope
- Spoiled Ballots Envelope
- Other Paperwork Envelope

*be sure to sign, include hours worked for all & No Affiliation Forms

4. Tally Records

5. Voting Lists & Check in/Out

- Both Voting Lists need to be returned to the City Clerk (not in your Precinct Boxes)

RECONCILIATION REQUIRED: